It's Time to Enroll:
How to Enroll Clients in Health Insurance Plans for 2018

Open Enrollment: November 1st - December 15th, 2017

STEP 1: Enroll Clients

✓ Enroll clients into insurance plans via healthcare.gov or by phone at (800) 318-2596 from November 1st-December 15th.

STEP 2: Collect & Submit Enrollment Information to VDH

✓ Collect required information for VDH to cover costs of client plan outlined in ACA Enrollment Checklist form and submit via e2Virginia.com. [Fax only for non-users]
* *Insurance company
* *Metal level
* *Plan name
* *Monthly premium amount
* *Date of effective coverage
* *Family Plan information

STEP 3: Is your agency making binder premium payments on behalf of clients?

If **NO**, no further action needed.

If **YES**, proceed to STEP 4.

[Please note that there may be a 5-7 business day delay between marketplace enrollment and receipt of data at insurance carrier to make premium payment.]

Important Notes:
✓ Do not submit duplicate information in e2Virginia.com or via fax or mail.
✓ Email verification of information entered in e2Virginia.com will be sent the next business day to the submitting party.
✓ Submit an ACA Enrollment Tracking Log weekly for any faxed submissions.

STEP 4: Make Premium Payment

✓ 5-7 business days after enrolling a client, call insurance company to make first premium payment via credit card.

STEP 5: Collect & Submit Payment Information to VDH

✓ Maintain a record/list of all premium payments made on behalf of clients including:
* *Client ID
* *Payment date
* *Authorization number
* *Payment amount
✓ For each client, enter premium payment information in e2Virginia.com in the Premium Payments module.

STEP 6: Submit Invoice for Reimbursement

✓ Up to twice monthly, submit invoices to VDH for expedited reimbursement within 14 business days.

VDH Resources:

VDH-Supported Insurance Plan Information:
http://www.vdh.virginia.gov/disease-prevention/virginia-aids-drug-assistance-program-adap/affordable-care-act-2016/

Client Eligibility Information:
http://www.vdh.virginia.gov/disease-prevention/eligibility/

Medication Eligibility Hotline: (855) 362-0658
Medication Eligibility Fax Line: (804) 864-8050